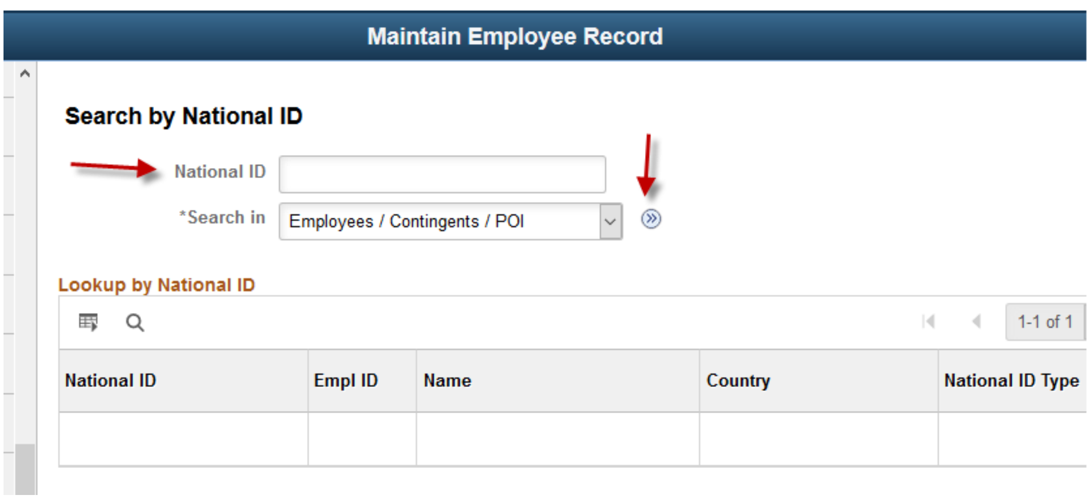
Recruitment – Preparing for Hire

Prepare Applicant for Hire (Offer has been accepted)

- All applicants who newly register with Careers will have an Applicant Type of ‘External Applicant’.
- As applicants are hired and then reapply for jobs using their same Careers account they will begin to show up with their **Applicant Type** as ‘Employee’.
- Applicants who are current or former employees must have their Applicant Type changed to ‘Employee’ and their Employee ID entered so the Transfer or Rehire options are shown in **Prepare for Hire** or Manage Hires.
- Before you start the hire process ensure you have the person’s SSN so you can verify if they are a current or former employee.
- The Agency HR Administration role is required in order to use Manage Hires. The Workforce & Compensation training materials contain the steps to complete the hire in Personal and Job Data.

Step 1: Look up the applicant’s Employee ID with Statewide User ID using their SSN.

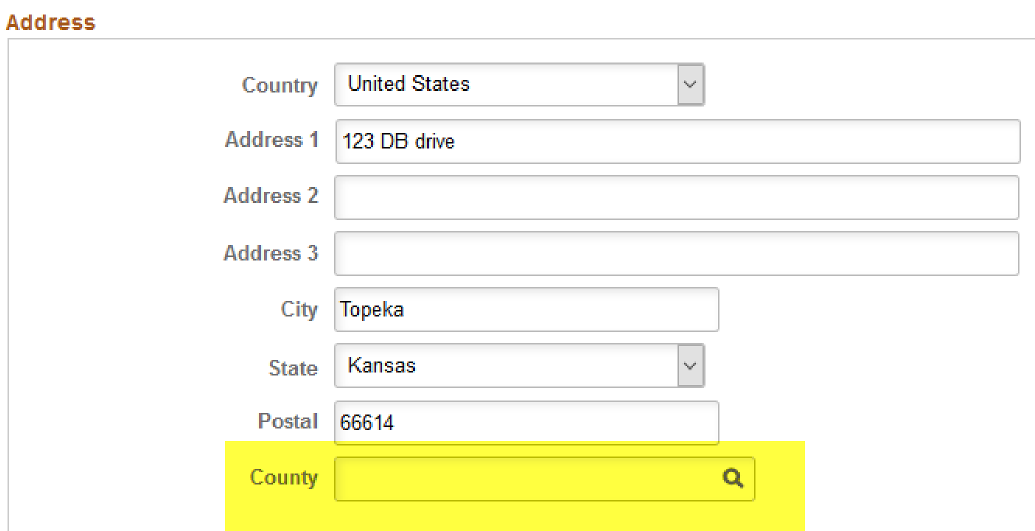
Navigation: Workforce Administration homepage>Maintain Employee Record tile>Search by National ID.



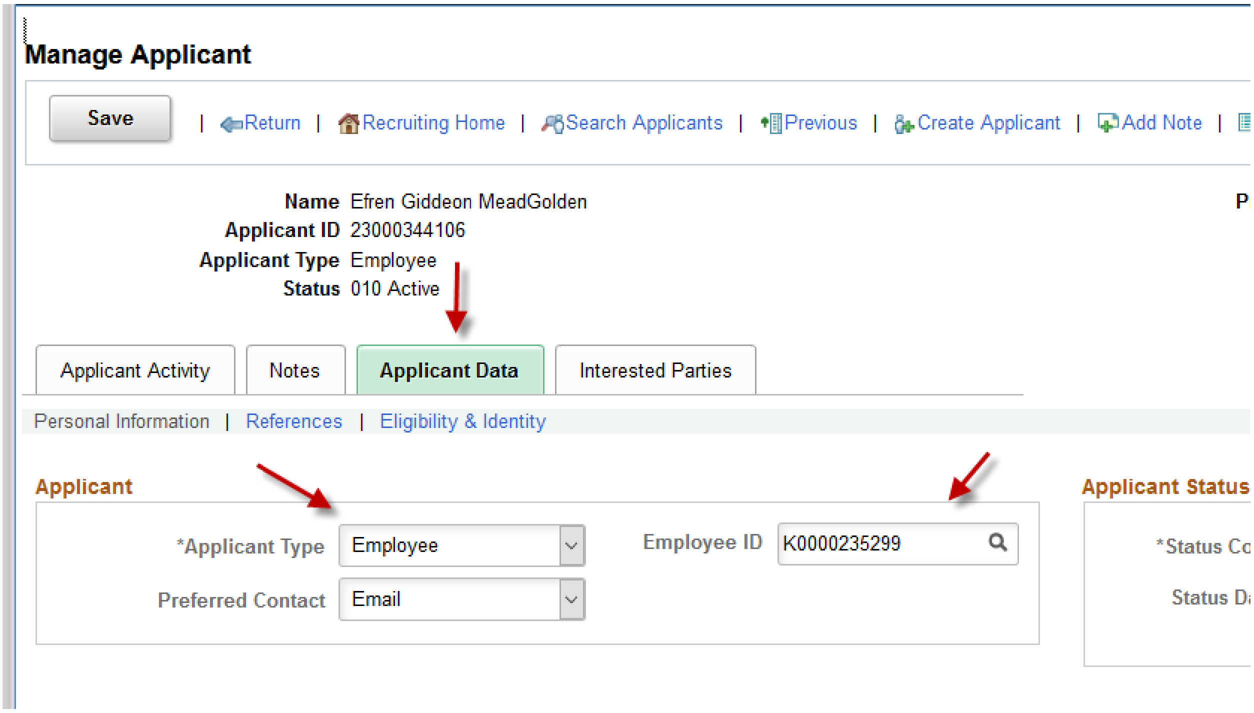
Step 2: Check the County is completed. Change an Applicant's Type from ‘External Applicant’ to ‘Employee’ and enter the Employee ID if found.

Navigation: Recruiting homepage>Recruiting Activities tile>Manage Job Opening

1. Search for your job opening.
2. On the Applicants tab, click the name of the Applicant you are going to hire. You will be taken to the Applicant>Applicant Activity tab.
3. Click the Applicant Data tab.
4. Scroll down to the Address section and ensure there is a County filled in. This is frequently missed and will cause an error when you Prepare to Hire.



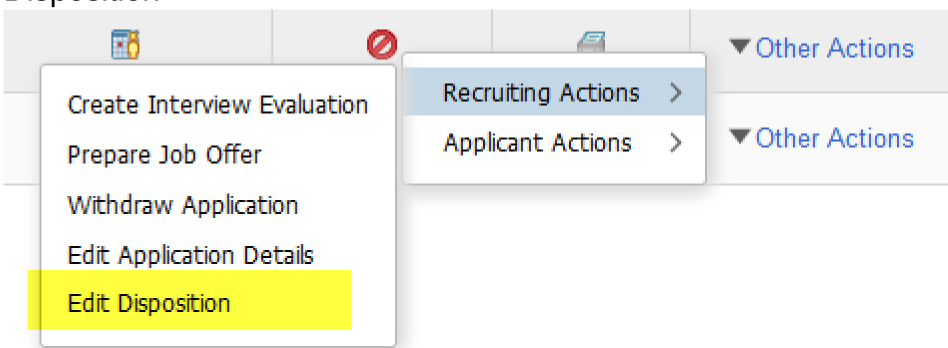
5. In the *Applicant Type drop-down, select Employee.
6. The Employee ID field appears. Search or Enter the Employee ID.
7. Click Save.



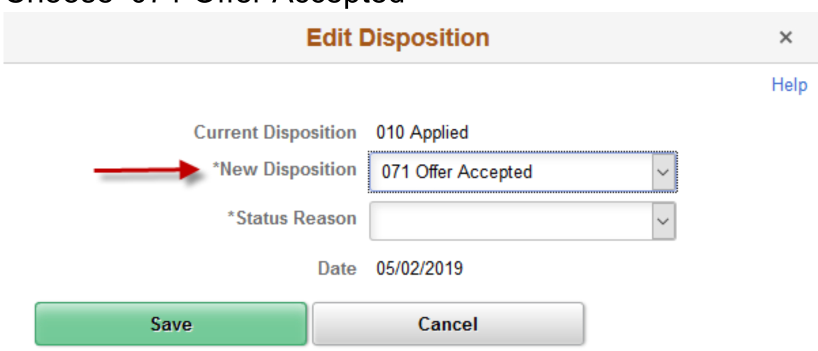
8. Click Applicant>Applicant Activity tab and click the Job Opening to return to the Job Opening>Applicants tab

Step 3: Change the Applicant’s Disposition to ‘Offer Accepted’

9. Click the Action’s drop-down menu and choose Recruiting Actions>Edit Disposition



10. Choose ‘071 Offer Accepted’

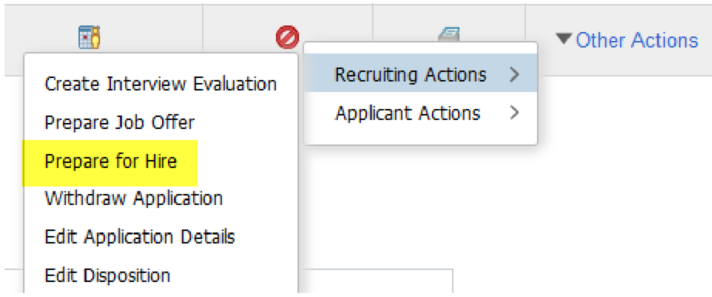


11. Click the Ok button on the warning message.

12. Click the Save button.

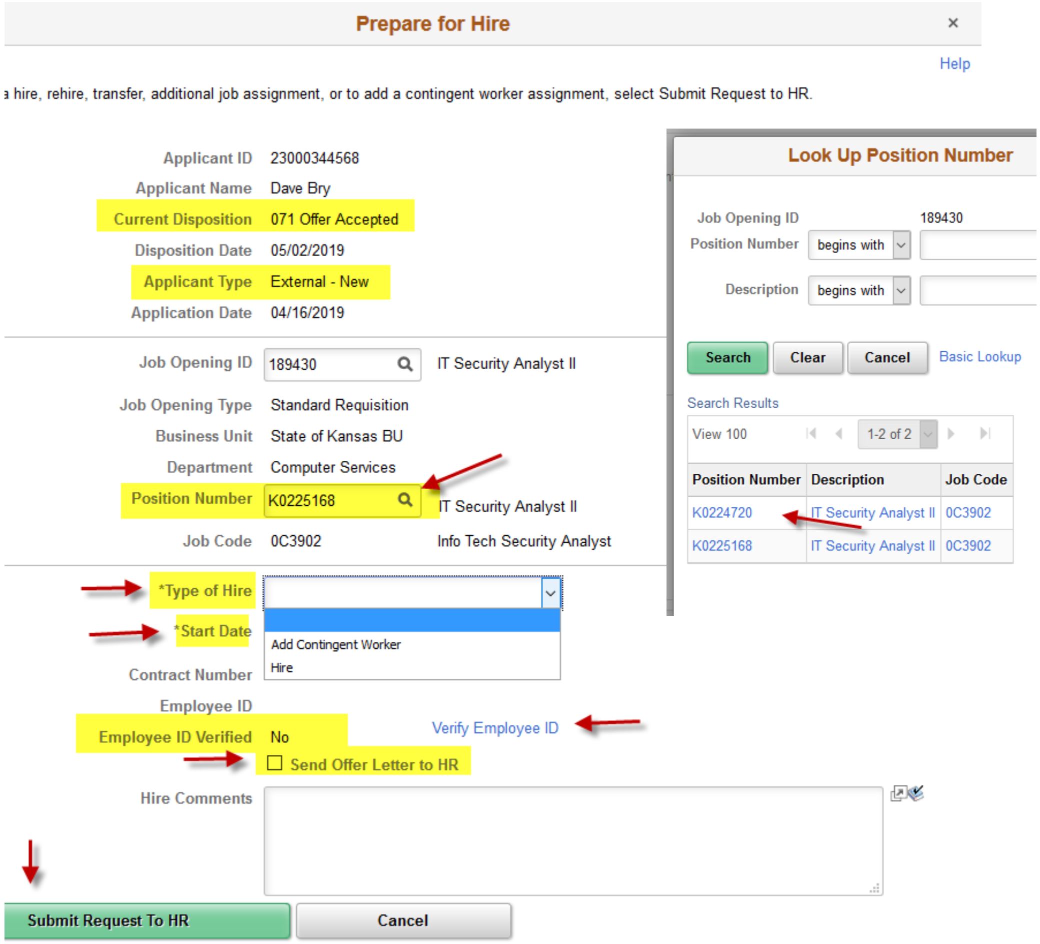
Step 4: Complete the Prepare for Hire process.

13. Return to Other Actions>Recruiting Actions and this time choose Prepare for Hire

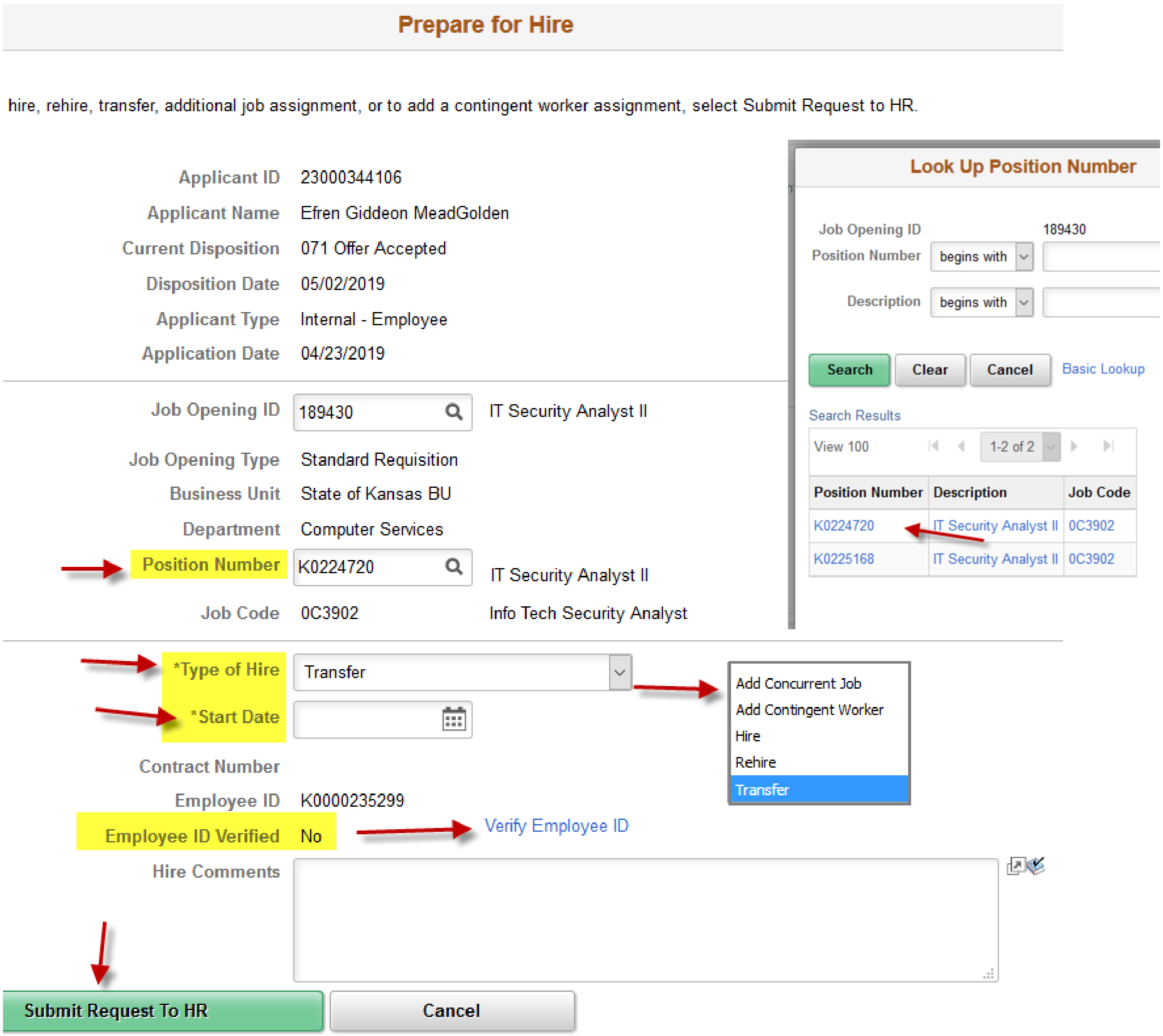


14. Review & Enter data
    a. Applicant Type
    b. Choose the Position Number if there are multiple positions on the job opening.
    c. Select the Type of Hire
    d. Enter the Start Date

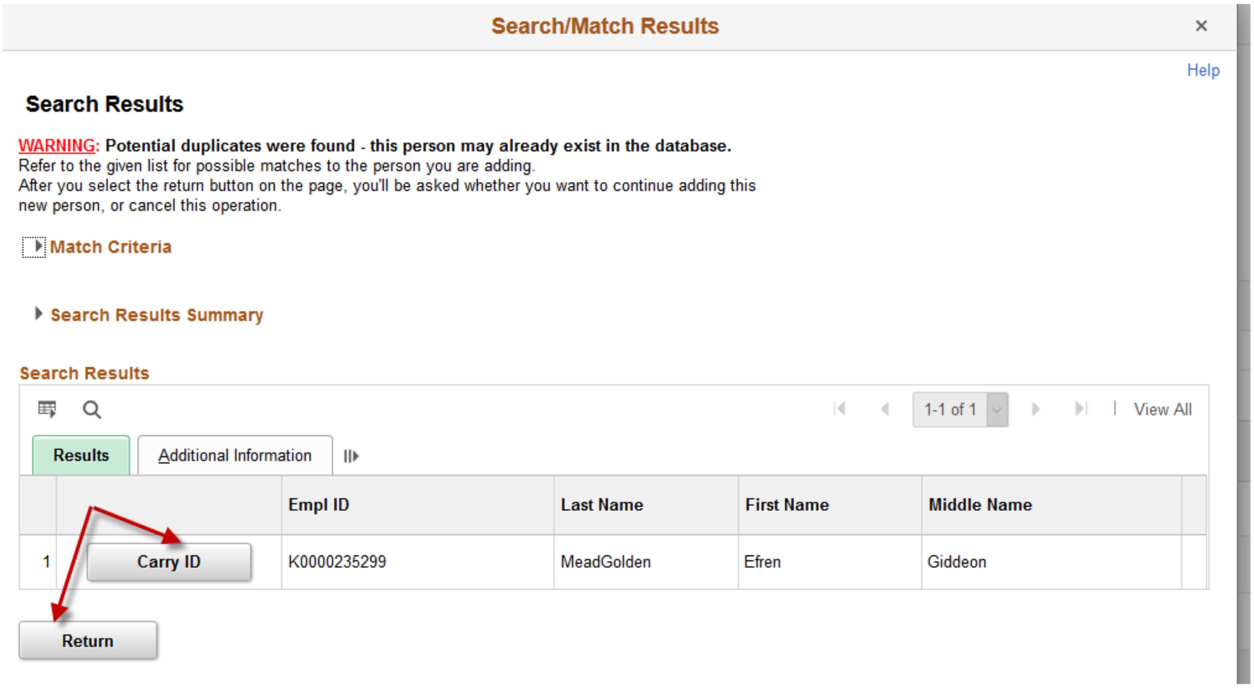
15. Example of an External Applicant – Prepare for Hire page.



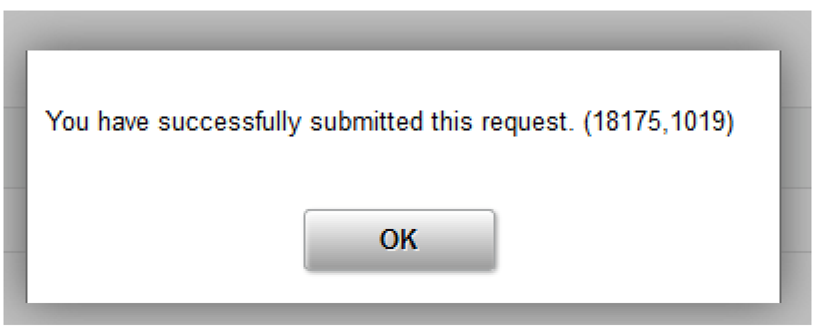
16. Example of an Employee or Former Employee – Prepare for Hire page.



17. When you click Verify Employee Id, if a possible match is found, the Search/Match Results page opens.



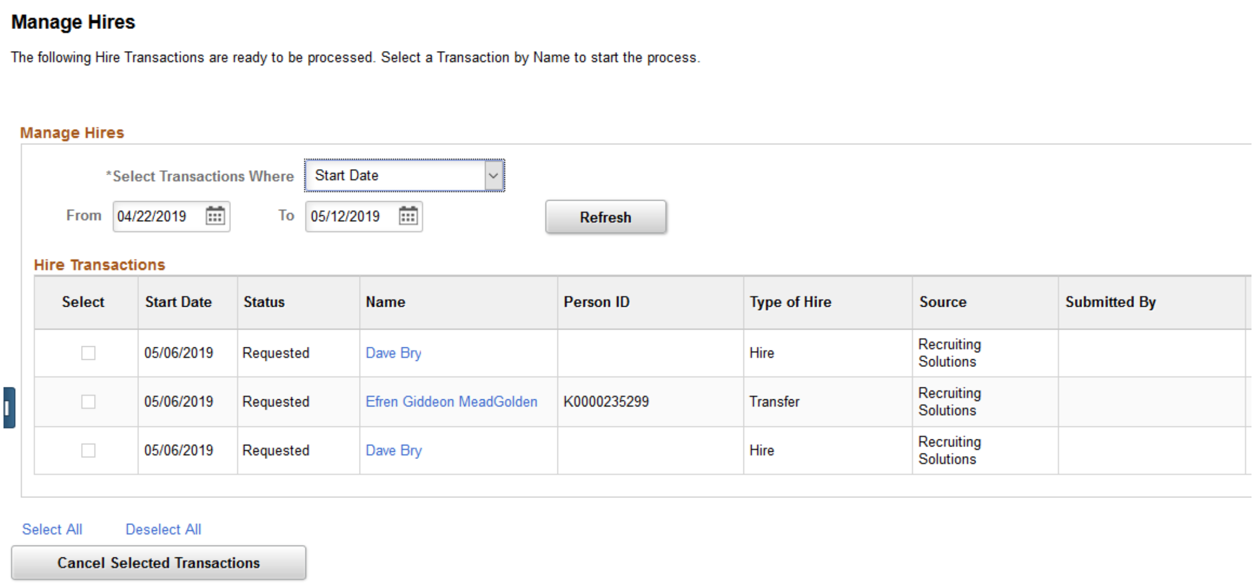
18. Click the Carry ID button or click Return to not carry the ID.
19. Check off ‘Send Offer Letter to HR’ to avoid the warning message that will pop up if it is checked on. Click OK if the warning message pops up.
20. Click the ‘Submit Request to HR’ button.



21. Click Ok.

Step 5: Workforce Administration - Manage Hires

- Users with the Agency HR Administration role have access to Manage Hires and can complete the Hire process.
- Go to Workforce Administration homepage>Hire Employee tile>Manage Hires
- For the instructions on how to complete the hire process through Manage Hires, go to our Job Aid – Manage Hires



Manage Hires

The following Hire Transactions are ready to be processed. Select a Transaction by Name to start the process.

Manage Hires

*Select Transactions Where: Start Date

From 04/22/2019 To 05/12/2019 Refresh

Hire Transactions

Select	Start Date	Status	Name	Person ID	Type of Hire	Source	Submitted By
☐	05/06/2019	Requested	Dave Bry		Hire	Recruiting Solutions	
☐	05/06/2019	Requested	Efren Giddeon MeadGolden	K0000235299	Transfer	Recruiting Solutions	
☐	05/06/2019	Requested	Dave Bry		Hire	Recruiting Solutions	

Select All Deselect All

Cancel Selected Transactions